DEPARTMENT OF THE NAVY
NAVAL AIR SYSTEMS COMMAND
NAVAL AIR SYSTEMS COMMAND HEADQUARTERS
WASHINGTON, DC 20361-0001

IN REPLY REFER TO
NAVAIRINST 5605.5A
AIR-04A1
2 Jun 92

NAVAIR INSTRUCTION 5605.5A

From: Commander, Naval Air Systems Command

Subj: DISTRIBUTION OF NAVAIR TECHNICAL PUBLICATIONS

Ref: (a) NAVAIR 00-25-100, Naval Air Systems Command Technical Manual Program
(b) OPNAVINST 4790.2E, Naval Aviation Maintenance Program
(c) OPNAVINST 4614.1F, Uniform Material Movement and Issue Priority System (UMMIPS)
(d) NAVSUP PUB 437, MILSTRIP/MILSTRAP
(e) NAVSUP PUB 485, Afloat Supply Procedures
(f) NAVSUP PUB 2002D, Navy Index of Publications and Forms
(g) NAVAIR 00-500A, Naval Aeronautic Publications Index
(h) MIL-STD-1806, Marking Technical Data Prepared by or for the Department of Defense

1. Purpose. To establish policy and procedures and assign responsibilities for the distribution of aeronautical technical publications issued by the Naval Air Systems Command (NAVAIR).

2. Cancellation. This instruction supersedes NAVAIR Instruction 5605.5 of 26 September 1990. Since this is a major revision, changes have not been indicated.

3. Policy

a. The Naval Air Technical Services Facility (NAVAIRTECHSERVFAC) is the centralized technical manual management agency for all NAVAIR technical publications.

b. Technical publication libraries will provide consolidated activity requirements to NAVAIRTECHSERVFAC by electronic media. The NAVAIRTECHSERVFAC Technical Publications Library (TPL) program will produce the electronic media.

c. The automatic distribution requirements listings (ADRL) will be used for requesting technical publications from the NAVAIRTECHSERVFAC TPL.

d. Maintenance officers of fleet activities will retain only those copies of publications in their libraries that are required for reference purposes when work center copies meet the needs of the maintenance department.

(1) Defense Automatic Addressing System (DAAS). This is the fastest, most reliable and least expensive method. References (d) and (e) provide guidance in the use of Automatic Digital Network (AUTODIN)/DAAS.

(2) ASO (Code 0344) will accept Military Standard Requisitioning and Issue Procedures (MILSTRIP) requisitions via mailed floppy disk (text file in MILSTRIP format) and/or desk top computer to ASO electronic bulletin board system.

(3) One time requests never result in an activity being placed on the NAVAIR automatic distribution list for future issues.

(4) With the exception of requisitions with AOE and A05 document identifiers, ASO will no longer accept requisitions submitted on form DD 1348 (DOD Single Line Item Requisition System Document), form NAVSUP 1250 (Single Line Item Consumption/Requisition Document), NAVGRAM's, or any other means of manual requisitioning.

d. Special Requests. Information concerning aeronautical technical publications not listed in reference (f) may be requested from NAVAIRTECHSERVFAC. Consult references (a) and (g) before requesting assistance from NAVAIRTECHSERVFAC. Requests of this type should be forwarded by letter and contain as much identifying information as possible (i.e., equipment, part number, model, type, and/or stock number, nomenclature, manufacturer, next higher assembly, applicable aircraft, engine model designation, etc.).

e. Publications Under the Control of Other Systems Commands or Services. Requests should be made from the other systems command or service per instructions contained in references (a) and (b).

f. Disposition of Excess NAVAIR Technical Publications. When NAVAIR publications are received by automatic distribution in error, the mailing label should be returned to NAVAIRTECHSERVFAC for investigation. For disposal of the publications, refer to information in reference (a) and in the introduction of reference (f).

g. Ordering Technical Publications for Navy Contractors

(1) Procedures for ordering aeronautical technical publications required by contractors will vary depending upon the nature of the equipment manufactured and/or services performed. Designated personnel of the appropriate Contract Administration Services Component (CASC) will determine the contractor's "need to know" based on the requirements of the contract. The CASC will forward the contractor's written request for technical publications to NAVAIRTECHSERVFAC. The releasability of the technical publication is contingent upon the restrictions imposed by the distribution statement as per reference (h).

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(2) For expeditious handling when approving issues of classified items being shipped directly to a contractor, ASO must have a certificate of need for the publications and a certification of facility clearance and storage capability. If the material is being shipped to the CASC, neither certification is required, but the request must be in MILSTRIP format. However, security responsibility lies with the CASC upon their receipt of classified items.

R. V. JOHNSON
Deputy Commander

Distribution: FKA1A (established quantity); others 2 copies
SNDL: C80G; FKA1A (Deputy Commander for Acquisition and Operations, Assistant Commanders, Comptroller, Command Special Assistants, Designated Program Managers, Directorate Directors, and Office and Division Directors); FKR1B; FKR3E; FKR6; FKR6A; FKR6B; FKR7C; FKR7E

Copy to: (2 copies each unless otherwise indicated)
SNDL: 24A; 42A; 42B; 42J; 46B; A3 (OP-63) (1 copy); FA6; FB7; FKA1A (AIR-00D A/L (1 copy), AIR-71232 (5 copies), AIR-71233B (40 copies), AIR-04A1 (5 copies)); FKM13; FKM15; FKQ6A; FKQ6H; FKM27 (NPPSO-NDW C/L); FKP1B; FKQ6A; FKQ6H; FKR1A (Patuxent River); FKR7B; FT1; FT2; FT5; FT6; FT10; FT12; FT13; FT16; FT78; Headquarters, Air Force Contract Management (AFCMD), Kirtland Air Force Base, NM 87115; Commander, Army Material Command (AMCIM-R), 5001 Eisenhower Avenue, Alexandria, VA 22333-0001; Director, Defense Logistics Agency (DLA-A), 5010 Duke Street, Cameron Station, Alexandria, VA 22304-6100

Stocked: Commanding Officer, Navy Aviation Supply Office, Physical Distribution Division Code 103, 5801 Tabor Avenue, Philadelphia, PA 19120-5099

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(1) managing technical publication libraries per references (a) and (b);

(2) using the NAVAIRTECHSERVFAC TPL program to establish and maintain technical publication libraries by forwarding an ADRL requirements submission on a floppy disk to NAVAIRTECHSERVFAC; and

(3) consolidation of all activity automatic distribution requirements when possible. Exceptions are other large libraries such as supply or weapons departments at air stations or on carriers.

7. Procedures

a. Initial Outfitting

(1) Activities requiring initial outfitting of NAVAIR technical publications stocked at the Navy Aviation Supply Office (ASO), COG I Support Branch (Code 0344) will use the NAVAIRTECHSERVFAC TPL program.

(2) The ADRL requirements submission floppy disk will contain all data necessary to create the commissioning requisitions for transmission to ASO, COG I Support Branch (Code 0344). Priority designators must be assigned per reference (c).

b. Automatic Distribution

(1) Activities requiring automatic distribution of NAVAIR technical publications under the distribution authority of NAVAIRTECHSERVFAC will use the NAVAIRTECHSERVFAC TPL program.

(2) The ADRL requirements submission floppy disk will contain all data necessary to modify NAVAIRTECHSERVFAC's computer database. This includes required publication numbers and quantity, address changes, and requirements for new manuals and technical directives based on level of maintenance and aircraft/equipment supported. The data on the floppy disk completely supersedes all previous requirements.

(3) Activities requesting a change of address for automatic distribution should indicate it on the ADRL floppy disk if submission of the floppy disk coincides with the updating of their requirements. Activities may also submit a letter to NAVAIRTECHSERVFAC listing their new address and distribution account number at any time.

(4) Mail the ADRL requirements submission floppy disk to NAVAIRTECHSERVFAC, Attn: ADRL Request. If a modem is available, the data may be sent electronically.

c. One Time Requests. Technical publications which are required on a one time basis should be requisitioned from ASO (Code 0344).

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4. Information

a. NAVAIR technical publications that consist of technical manuals and technical directives are issued and distributed as paper copies. The transition of existing manuals to paper from the Maintenance Information Automatic Retrieval System is being accomplished as the manuals are being changed or revised. In the future, technical publications will be provided in electronic format to designated activities with screen display and print on demand capability.

b. The NAVAIRTECHSERVFAC TPL program is available to maintain a computer file of activity publications requirements. The TPL program replaces the use of the Naval Warfare Publication Library cards for management of NAVAIR technical publications. It is available to all activities from the local technical publications specialist identified in reference (a) or from NAVAIRTECHSERVFAC.

5. Types of Distribution. There are three types of distribution for NAVAIR technical publications:

a. Initial outfitting for new activities or existing activities with a change in mission or custody of aeronautical equipment.

b. Automatic distribution for new publications and changed or revised publications as they are issued.

c. One time requests for a specific publication.

6. Responsibilities

a. The NAVAIRTECHSERVFAC is responsible for

(1) management control of the distribution system for NAVAIR technical publications;

(2) configuration control and maintenance of the NAVAIRTECHSERVFAC TPL program for library management;

(3) preparation of commissioning requisitions for initial outfitting requirements; and

(4) preparation of mailing labels for automatic distribution requirements.

b. The Maintenance Officer, Quality Assurance/Analysis Officer, or Officer in Charge of each activity requiring technical publications is responsible for

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